

## STATE OF MISSOURI



## *Information Technology Advisory Board*

### February 28, 2007 ITAB Meeting Minutes

#### **Attendees:**

**Paul Wright, ITAB Chair, CIO ITSD/DESE**

**Dan Ross, CIO ITSD**

Adams, Steve OA/ITSD/DSS  
Atchison, BJ OA/ITSD/DED  
Beasley, Tim MSI  
Becker, Eric Symantec  
Beckwith, Rick MO House  
Bott, Bill OA/ITSD  
Brodhead, Ron Symantec  
Brooks, Pat OSCA  
Buechter, Augie OA/ITSD/DSS  
Byers, Chip MOREnet  
Carrender, Marilyn SEMA  
Carter, Howard OA/ITSD  
Clark, Christy OA/ITSD/DED  
Davis, Rob OA/ITSD/DOLIR  
Dwyer, Tim OA/ITSD/DIFP

Eggen, Gary OA/DPMM  
Gerling, Richard MO Ethics Commission  
Gerrard-Hartman, Marilyn OA/ITSD  
Gronauer, Cliff MSHP  
Hodge, Gina OA/ITSD/DOR  
Holmes, Arlan OA/ITSD  
James, Diana OA/ITSD/DESE  
Jenkins, Tyler OA/ITSD/DSS  
Jobe, Elena OA/ITSD/DNR  
Jones, Molly WWT  
Kelso, Craig SOS  
Kempker, Carolyn OA/ITSD/MDA  
Kleckner, Lori OA/ITSD/ISMO  
Koelling, Bobbie Sue OA/ITSD/DESE  
Koenig, Joe OA/ITSD/DHSS

Miller, Mike MoDOT  
Moeller, Daniel STO  
Monda, Paul MO National Guard  
Myers, Bob Tier  
Nield, Thomas SOS  
Pashia, Dennis AT&T  
Quick, Kathy BHA/Dell  
Rabenold, Jim MO National Guard  
Rawat, Gagneesh MO/ITSD/DHE  
Reeves, Greg IBM  
Reinkemeyer, Cathy OA/ITSD/DED  
Renick, Cindy SAO  
Stokes, Tom OA/ITSD  
Tedeshi, Debbie OA/ITSD/DOR  
Thomas, Ron OA/ITSD

Watts, Lucy Tier  
Weaver, Alicia OA/ITSD  
Werdenhausen, Irene Ultreya  
Wieberg, Pete OA  
Willingham, Mary Public Defenders Office  
Wilkerson, Chris OA/ITSD  
Young, Doug MDC

Paul Wright called the meeting to order at 8:30 a.m.

#### **PRESENTATIONS/DISCUSSION ITEMS**

None noted.

#### **ACTION ITEMS**

1. ITAB January 31, 2007 meeting minutes were presented for approval. A motion was made by Cliff Gronauer, Steve Adams seconded, and the minutes were accepted.
2. Paul sent out email requesting updates on the primary/secondary contacts. Consolidated IT agencies are asked to send Paul an email stating the corrections, or if all information is accurate. Non-consolidated IT agencies are asked to send in a paper memorandum stating the primary/secondary contacts.
3. On February 2 Paul sent out an email requesting any updates for the sub-committee memberships. If you have not submitted your changes please do so. Next month Paul would like to meet with the chair members to see if they would like to continue. Paul would also like to look again at the charters.
4. Paul asked that he be advised if any priorities for 2007 arise.
5. Please advise Dan Ross if any information becomes available for a letter tracking devise the Secretary of States office can have.
6. Todd Craig sent out an email February 2 regarding purchasing of CD's, please respond to Todd if any suggestions and/or ideas.
7. Laura Mertens sent out information about IT numbers for MOTEC, she asked that any changes needed to be made must be submitted by February 23. If you have changes and have not yet submitted them, please do so immediately.

#### **GENERAL BUSINESS**

##### **1. CIO Discussion (Dan Ross)**

Dan called to Capital, no report noted.

##### **2. ITAB Chair Items (Paul Wright, ITSD-DESE)**

- a. **ITAB Vice Chair** – Carl Medley's last day with the Secretary of State's office will be sometime in March. Elena Jobe was voted as the new vice chair.
- b. **WWT** – WWT will be holding a education technology conference on March 28<sup>th</sup> and March 29<sup>th</sup>, exhibits will be available. Paul inquired if ITAB meeting for March should be cancelled. No interest was made in the WWT conference so ITAB meeting will continue as scheduled.

#### **ITAB COMMITTEE UPDATES**

1. **Architecture Review Committee (Ron Thomas)** – No meeting was held for the month of February, therefore no report.
2. **Digital Media Developers (Kevin Lanahan/Bobbie Sue Koelling)** – Bobbie Sue Reported,
  - Missouri business portal went up last month. If you have business related links to add, please contact Steve Callis.
  - Nancy Jordan presented examples from Adobe and Captivate for eLearning. If you would like to see the examples they can be found on the DMV site.

- DNR is currently testing on exporting access and excel into XML.
  - Mailman Listserv was tested by DNR for the use of mailman topic feature. It is currently broke down by Missouri counties. They currently see various uses for such a feature.
  - GIS is now on a public website, where before could only be found on the intranet.
3. **MOTEC (Jeff Falter/ Laura Mertens)** – No report noted.
  4. **Personnel Committee (Chris Wilkerson)** – Chris reported the updates on OA classifications. The team has met twice in the last month and is making significant progress. Trainee position to manager one position is being reviewed. Grid is currently showing combined classifications for CIT III and Specialist I, working on getting corrected. Committee is also looking into speeding up the process for approval to hire and reject applicants.
  5. **Project Management Standing Committee (Steve Adams/Tom Stokes)** – Steve reported that they did not meet for the month of February. Re-certifications were sent out. Those who did not meet the qualifications were notified. About 60 percent was re-certified.
  6. **User Group Coordination (Jeff Falter/Debbie Tedeschi)** – No report was noted.
  7. **Internet/MOREnet (Chip Byers)** – Chip reminded everyone about daylight savings time arriving early this year, please monitor phones and computers for any problems this may cause.
  8. **Statewide Purchasing Update (Gary Eggen/Karen Boeger)** – Gary reported he is receiving requests for bids. There will be a 90 day cut off date. Gary requested that any contracts started at this point be simple products. March 2, 2007 is the cut off date for any contracts wishing to start on July 1, 2007. Gary requested that any agency that is unable to meet the March 2 deadline for bids to please contact him as soon as possible.
  9. **Technology Services (Chris Wilkerson, R.D. Porter, Howard Carter, Pete Wieberg, Marilyn Gerrard-Hartman, Alicia Weaver)** –
    - Chris reported on behalf of R.D. Porter, ITSD is currently evaluating encryption capabilities for portable computers. Products currently being evaluated are Pointsec, PGP and Safeboot. The evaluation should be complete in a few weeks. Chris announced Howard Carter is both the state employee of the month and OA employee of the month.
    - Alicia Weaver reported the calendar year end activity for Sam II is now complete. DNR is currently testing the user acceptance. The projected date for every agencies use is July 1, 2007. Alicia wanted to remind everyone the personnel contact is Mariann Lubbert, the website address is [www.perform.mo.gov](http://www.perform.mo.gov). The email address is [perform@oa.mo.gov](mailto:perform@oa.mo.gov).
    - Marilyn Gerrard-Hartman reported the Enterprise assessment is currently underway and is trying to designate a sponsor. A note will be sent out shortly asking for sponsors. Daylight savings time correction surrounding outlook is still under way. Any appointments will be an hour off. There is software available to correct this problem, but no one has had good luck with the software, and has proved to cause more problems.
    - Howard Carter reported the Department of Revenue IT will move from the second floor to the first floor of the Truman Building, hopefully by the end of the fiscal year. Howard gave a report on the active directory exchange consolidation, eighty two percent on exchange is completed and sixty three percent on active directory completed.
  10. **MO GIS Advisory Counsel/GIO Update ( Tony Spicci/Bobbie Sue Koelling)** – Bobbie Sue reported when Ryan Lanclos was the GIO he established state agency group, this has since been forwarded to Tony Spicci. The meetings will take place every third Thursday at ten o'clock every month. If you have questions regarding the location of the meeting, please contact Tony.

## **OPEN DISCUSSION**

1. **PM Refresher Course** – Mike Miller announced Dr. Mathis held a PM refresher course for IT employees at MoDOT. Two sessions were held at three and a half hours long, the second session was taped. Jack Morris is currently working on capturing the information to place on DVD's to distribute to those requesting to see session.
2. **Business Portal** – Ron Thomas reported the business portal conference that was held at Dominico's was a success. Matt Blunt and Robin Carnahan were in attendance. Five departments collaborated in putting the conference together. A good opportunity for someone starting a business. This particular project has been off and on since 2000, Dan chose to restart the project and within the first few days it received over six thousand hits on the web. Additional enhancements are forthcoming.
3. **PAQ Training/Contracts** – Chris Wilkerson stated that he is currently working with procurement. Hopeful in getting PAQ training done in March. Requests will be sent out to vendors. Mandatory participants include IT Directors, Deputy IT Directors and fiscal managers. A question at hand is when is, "When is it appropriate to use consultants". Chris also announced that he met with IBM consultants in regards to the Egovernment contract. The contract expires at the end of June, hopeful to come to terms to renew contract.
4. **Consultants** – Mike Miller stated that MoDOT currently has over forty consultants. MoDOT's senior management has added more space in the last three weeks. There will be ten positions available for consultants. There are currently three or four consultants currently interested in this position, six positions will be available to the public. The intent is to reduce the IT budget from FY07 to FY08.

## **REVIEW OF ACTION ITEMS**

1. Paul to resend requests for primary and secondary rosters, bios/photos and/or letters. Paul will also be contacting those who he needs sub-committee information on.

## **NEXT MEETING**

The next ITAB meeting is scheduled for **Wednesday, March 28, 2007 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

PW/sj